



**Reason for Appeal and Required Documentation:**

**One-time income included in 2023 adjusted gross income (AGI).**

**Examples include:** One-time pension/IRA liquidation, settlements, capital gains etc.

- 2023 IRS Tax Return Transcript or ***signed*** 2023 tax return (1040 form); OR
- 2023 W-2 Statements; **AND**;
- Documentation of one-time income (e.g. 1099, settlement agreement, etc.)

**Loss of income due to job change or reduction of income:**

- 2024 IRS Tax Return Transcript or ***signed*** 2024 tax return (1040 form) OR;
- 2024 W-2 Statements;
- Last pay stub from previous employer **AND**;
- If applicable, pay stub from current employer.

**Loss of Child Support:**

- Signed statement explaining the loss of child support. Include any current monthly child support for other children for the 2025 calendar year; **AND**
- Copy of court documentation of loss of child support that includes date of last payment if available.

**Extenuating medical/dental expenses PAID in 2023 or 2024:**

- IRS Tax Return Transcript or ***signed*** tax return (1040 form) for 2023 and/or 2024;
- 2023 and/or 2024 W-2 Statements **AND**;
- If available, 2023 and/or 2024 Schedule A; If Schedule A was not filed, provide documentation of expenses paid which were not reimbursed such as copies of bills showing amounts paid.

**Divorce or separation:**

- 2023 IRS Tax Return Transcript or ***signed*** 2024 tax return (1040 form) **AND**;
- 2023 W-2 Statements **AND**;
- If applicable, explanation of which parent was the source of any non wage income (e.g. which parent received untaxed income, capital gains, etc) **AND**;
- A signed statement indicating month and year of separation and divorce and which parent the student will live with most during the 2025-2026 academic year.

**Note: Independent students** please provide ONLY you and your spousal/ex-spousal information above.

**Death of Parent or Spouse:**

- IRS Tax Return Transcript or ***signed*** tax return (1040 form) for 2023 and/or 2024;
- 2023 and/or 2024 W-2 Statements **AND**;
- Copy of obituary or death certificate or funeral program.

**Student Name** \_\_\_\_\_ **NSHE** \_\_\_\_\_

**Signature:** By signing this form, I certify that all information is complete and accurate.  
Please sign before submitting. We can accept digital signatures if drawn in electronic form.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature (If applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_